

ANNOUNCEMENT NUMBER: 06-56

OPEN TO: All Interested Candidates

POSITION: Maintenance Supervisor, FSN-8*; FP-6*

OPENING DATE: August 27, 2006

CLOSING DATE: September 10, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 35,265 p.a. (Starting salary)
(Position Grade: FP-6 is confirmed by Washington)

*Ordinarily Resident: JD 9,924 p.a. (Starting salary)
(Position Grade: FSN-8)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual for the position of Maintenance Supervisor in the Facilities Management Office.

BASIC FUNCTION OF POSITION

The incumbent of this position reports directly to the Facilities Management Engineer and will supervise and coordinate office work load with the Maintenance Foremen; Gardening Foreman and Maintenance Office Management Clerk. Supervise a staff of FSN multicraft technicians who maintains the entire Embassy compound (buildings and equipment); 150 short term leases (STL) and other facilities. Independently Analyzes work orders, sets priorities and coordinates the work of twelve separate trade groups.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of four years BSC University degree or equivalent in one of the related or engineering fields.
2. Three to five years of progressively responsible experience in the Maintenance Management and Engineering areas; ideally including journeyman mechanic; supervisory and maintenance inspection; or planning, quantity serve. Budget estimating experience is required.
3. Fluent in English and Arabic languages.
4. Must have working knowledge of electrical, mechanical and structural Engineering science.
5. Good working knowledge of building and grounds maintenance operations.
6. Good working knowledge of all applicable local and U.S. codes of recognized building trades; practices procedures and safety codes.
7. Ability to lead and supervise, to write and speak informal and formal technical English at College level, to analyze and solve complex multi-discipline maintenance problems.
8. Ability to provide technical and engineering advise and supervision to assure an effective and efficient maintenance program.
9. Must have valid local driving license.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

- Application for Federal Employment (SF-171, OF-612, or Application for

Employment Form); or

- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
- Applications can also be submitted electronically through AmmanEmployment@State.gov

SUBMIT APPLICATION TO

Human Resources Office
Attention: Issa Haddad
Room: 152, Ext. 6681

POINT OF CONTACT

Telephone: 5906681
FAX: 5931598

DEFINITIONS

- EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
- Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
- Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
- Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 10, 2006

The US Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.